



DEPARTMENT OF THE ARMY
UNITED STATES ARMY
TRAINING AND DOCTRINE COMMAND, G-3/5/7
SECURITY ASSISTANCE TRAINING MANAGEMENT ORGANIZATION
FORT BRAGG, NORTH CAROLINA 28310-5000

AOJK-SA

19 July 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #7 Recognition Ceremonies

1. REFERENCES:

- a. AR 672-20, Incentive Awards, 29 January 1999.
- b. DA Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993.
- c. Fort Bragg Total Army Performance Evaluation System (TAPES).

2. PURPOSE: To establish policy and procedures for recognizing SATMO personnel in appropriate ceremonies.

3. SCOPE: This policy applies to all personnel who are assigned to the United States Army Security Assistance Training Management Organization (USASATMO).

4. GENERAL: Appropriate ceremonies will be conducted to recognize SATMO personnel who are retiring, being reassigned, getting promoted or receiving an award. Human Resource Management (HRM) branch will be responsible for organizing the ceremonies.

5. PROCEDURES:

- a. HRM will notify supervisors when it becomes known that a SATMO individual falls into a category that warrants a recognition ceremony.

- b. Supervisors will prepare a recommendation for award, performance appraisal if required, and a biography of the individual being recognized. Supervisors will prepare these documents within 10 duty days of notification.

- c. HRM will reserve a facility where the ceremony will be conducted. HRM will also coordinate audio/visual equipment requirements for the ceremony with IMO.

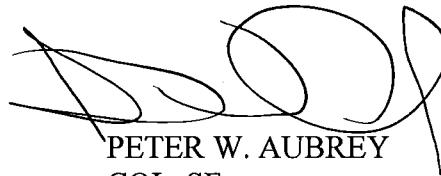
- d. Logistics Branch will be responsible for procuring rank insignia for promotions and ordering plaques for departing and retiring personnel.

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e. HRM will schedule a full rehearsal at least one week prior to the scheduled date of the ceremony. HRM personnel will also serve as the narrator for the ceremony.

6. RESPONSIBILITIES: Chief, Human Resource Management Branch has overall responsibility for recognition ceremonies.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned above the printed name.

PETER W. AUBREY
COL, SF
Commanding

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